

Civilian Career Leadership Development Courses

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Agenda

- Purpose
- Civilian Leadership Training Core Curriculum
- Intern Leadership Development Course (ILDC)
- Action Officer Development Course (AODC)
- Supervisor Development Course (SDC)
- Leadership Education and Development (LEAD)
- Manager Development Course (MDC)
- Defense Leadership and Management Program (DLAMP)
- Personal Management for Executives I & II
- Organization leadership for Executives (OLE)
- Army Management Staff College
- Why Should You Participate?
- Summary
- Questions



Purpose

- Provide the civilian career staff with the knowledge of existing leadership courses available for career progression.
- Provide the layout of the core curriculum for interns, supervisors, managers, and executives.



CIVILIAN LEADERSHIP TRAINING



CORE CURRICULUM

(AR 690-400, Chapter 410/413)

INTERNS

- ★ ILDC (Intern Leadership Development Course) (on site)
- ★ AODC (Action Officer Development Course) (Correspondence)

SUPERVISORS

- ★ SDC (Supervisory Development Course) (Correspondence)
- ★ LEAD (Leadership Education and Development Course) (on site)

MANAGERS

- ★ MDC (Manager Development Course) (Correspondence)
- OLE (Organizational Leadership for Executives) (Resident)
- PME I/II (Personnel Management for Executives) (Resident)

EXECUTIVES

- ★ SES Training Conference (Resident)
- ★ GO/SES Force Integration (Resident)
- ★ CCL (Center for Creative Leadership) (Resident)
- ★ EO/EEO Orientation (Resident)
- APEX SES Orientation (Resident)
- ★ GO/SES Leadership Communications Workshop (PAO)

Sustaining Base Leadership & Management Program (SBLM)
at Army Management Staff College
Defense Leadership and Management Program
Senior Service College

Intern Leadership Development Course (ILDC)

- **Purpose** - Provides an opportunity for the intern to obtain: a better understanding of the Army culture and Organizational leadership concepts; an understanding of the leadership doctrine of providing purpose, direction, and motivation; an understanding of organizational dynamics and team development; an assessment of individual skills and leadership competencies; and an understanding of their career potential as an Army civilian.



Action Officer Development Course (AODC)

- **Purpose**- Prepares students for staff work with training that is similar to what is offered to military officers at the Combined Arms and Services Staff School, Center for Army Leadership.
- **Description**- This course describes "staff work" as it is generally practiced Army-wide. The AODC covers organization and management; conducting completed staff work; managing time and priorities; conducting meetings and interviews; solving problems and making decisions; communications; writing to the Army Standard; coordinating; conducting briefings; and ethics.



Supervisor Development Course (SDC)

- **Purpose**- Provides the new supervisors with the supervisory knowledge necessary to successfully manage work and lead people.
- **Description**- The SDC is made up of two subcourses. Both subcourses must be completed.

Subcourse - ST5001: Managing and Leading provides techniques for managing work and leading people.

Management and leadership processes include planning, organizing, coordinating, directing, and controlling. It also includes lessons on delegating authority, problem solving, communicating effectively, and ethics.



Supervisor Development Course (SDC) (Con't)

- **Description** - Subcourse - ST5002: Human Resources Management provides training to enable a supervisor to use personnel management and training procedures to ensure mission accomplishment and subordinates' professional growth. It includes lessons on position classification, staffing, human resources development, performance management, awards, discipline, and labor relations



Leadership Education and Development (LEAD)

- **Purpose**- The course provides leadership training to produce confident, leadership competent supervisors who inspire and motivate employees, and create high performing teams.
- **Objectives**- Supervisors with Skills to: Assess their leadership effectiveness; Assess employee and team effectiveness; Motivate and influence employees; Communicate effectively with employees; Conduct effective counseling sessions; Manage individual and team conflicts; Create strategies to develop individuals into fully functioning teams; Make effective decisions; Explain the effect of values on individual and team effectiveness



Management Development Course (MDC)

- **Purpose**- To teach new managers basic skills for managing work and leading people.
- **Description**- MDC includes lessons in: organizational culture; time management; objectives and plans; problem solving and decision making; planning, programming and budgeting; manpower management; communications; information technology applications; the Army Environmental Program; equal employment opportunity; professional ethics; internal management control; and Army family team building.



Defense Leadership and Management Program (DLAMP)

- **Purpose** - The purpose of DLAMP is to establish a DOD-wide program for developing future civilian leaders with a DOD-wide capability to: Enable them to assume broader responsibility in an increasingly complex environment; Expand their knowledge of the Department's national security mission; Strengthen communication and trust among senior military and civilian leaders.
- **Description** - is a systematic program of “joint” civilian leader training, education, and development within and across the Department of Defense. It provides the framework for developing civilians with the DoD-wide capability for key leadership positions.



Personnel Management for Executives I

- **Purpose** - To help participants discover better ways of dealing with management and leadership problems for which there are no ready solutions. Participants should possess maturity, creativity, resourcefulness, and a willingness to put forth the extra effort to improve leadership skills.
- **Description**- explores leadership concepts as well as practical application through a challenging curriculum and networking opportunities. Major subject areas include adaptive change, the role of the leader, ethical decision making, communication, stress and wellness, personal leadership styles and diversity.



Personnel Management for Executives II

- **Purpose** - Explores the evolving dimensions of leadership and human resource management as primary concerns of federal leaders. PME II challenges the participants to examine their leadership style, their use of power and authority, and to recognize their influence and impact on individuals and their organizations.
- **PME II**- a challenging program where guest speakers and action learning per groups combine with individual and group activities to meet the challenges of today's uncertainty, change and opportunity. It develops advanced competencies by expressing power, change, transformational leadership, and character.



Organizational Leadership for Executives (OLE) Course

- **Purpose** - to train leaders with increased self-awareness who are able to visualize, communicate, and forge the organization's future. The course explains and demonstrates the leadership skills and competencies required to perform at the executive level. Emphasis is given to material that these leaders can use to in leading their organizations to increasing levels of excellence.
- **Objective** - Leaders with skills to: Conduct an organizational assessment; communicate influentially; establish an effective organizational climate; manage organizational change; develop an organization strategic plan; diagnosis their own personal effectiveness; build high performing teams.



Army Management Staff College (AMSC)

- **Mission** - To educate and prepare selected Army civilian and military leaders to assume more important leadership and management responsibilities by providing instruction in strategies, doctrines, and systems related to the Total Army with emphasis on the sustaining base. To develop doctrine, provide consulting services, and to research with emphasis on the sustaining base.



Sustaining Base Leadership and Management Program (Resident) (AMSC)

- **Description** - The resident Sustaining Base Leadership and Management (SBLM) program provides graduate-level advanced professional development across the functional areas in the sustaining base. These areas include:
 - Leadership, Management, and Decision making
 - National Security
 - Military Forces and doctrine
 - Force Integration
 - Resource Management
 - Acquisition and Logistics
 - Personnel Management
 - Information Management
 - Installation Management



Sustaining Base Leadership and Management Program (Non-Resident)

- **Description** - Our distance education initiatives to date have been "evolutionary," but may well result in a "revolutionary" outcome as we continue to find new ways to overcome the barriers of time and distance in providing quality education to Army leaders.
- The program provides graduate-level education across functional areas in the sustaining base. These include:
 - Leadership, Management, and Decision Making
 - National Security
 - Military Forces and Doctrine
 - Force Integration
 - Resource Management
 - Acquisition and Logistics
 - Personnel Management
 - Information Management
 - Installation Management



Why Should You Participate?

- Army civilians are assuming more higher levels of responsibility in the Army. Traditionally, civilians get to their levels of responsibility through their technical expertise._
- Leadership skills are necessary to be able to deal with building teams, communicate influentially, and understanding one's self as an organizational leader.



Summary

- **Leadership Training Core Curriculum**

Intern Leadership Development Course (ILDC)

Action Officer Development Course (AODC)

Supervisor Development Course (SDC)

Leadership Education and Development (LEAD)

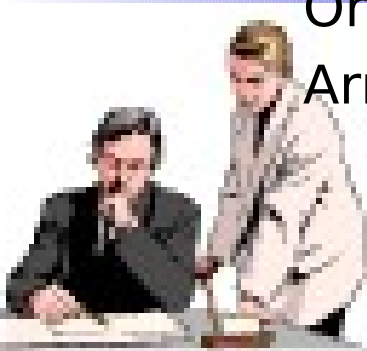
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Army Management Staff College_



QUESTIONS?



TRAINING NEEDS ASSESSMENT

ORGANIZATIONAL

*Chief of Staff, Army
Commanders
Commands/Activities*

**Supports Mission, Goals, Objectives
Ensures Budget/Program Resources
Focus on Organizational Performance**

**Leader Development Common Core
New Employee Orientation**

OCCUPATIONAL

*Functional Chiefs/
Personnel Proponents*

**Short/Long Term Skill Requirements
to support Organization
Promotes Development of Career Paths**

**Developmental Assignments
Functional Training
Education**

INDIVIDUAL

*(Supervisors/
Managers)*

**Focus on KSA Requirements
Individual Needs in terms of Organizational Goals
Promotes Development of Employees in Career Paths**

**Communications Skills
Filing Systems
PC Training**





ARMY LEADER DEVELOPMENT MODEL

